



VIEWING PARTY INSTRUCTIONS

VIEWING PARTY GOALS

The Seeds of Compassion viewing parties are intended to provide:

- A vivid, interactive learning experience
- A way for people to connect and collaborate to better understand the role of compassion in everyday life
- Opportunities to turn learning into action

VIEWING PARTY CHECKLIST

Use this checklist to keep track of the steps that will help you create a great Viewing Party:

- Download a **Viewing Guide** and a **Viewing Party Sign-In Sheet** at <http://wiki.seedsofcompassion.org/ViewingParties>—or pick up a Viewing Party Packet with printed copies of these items at any Seattle Public Library location.
- Announce your event if you wish to open it to the public (see instructions below).
- Double-check Internet links or TV reception at your Viewing Party site.
- Create a welcoming environment for guests (see suggestions in the Viewing Guide).
- Ensure that you have proper seating for viewing events and later for facilitating smaller conversation circles.
- Ask all attendees to sign in on the Viewing Party Sign-In Sheet. (This is optional for attendees. It will be helpful for Seeds of Compassion to understand how many people were reached by the events – and to email important news updates in the future. As host, you may also wish to form future meetings using this list.)
- Select a discussion facilitator.
- Check that the Sign-In Sheet has been correctly filled out before guests leave.
- Send completed Sign-In Sheets to Seeds of Compassion in one of two ways:
 - Email scanned sheets to wiki@seedsofcompassion.org. Type “Viewing Parties” in the subject line.
 - Send via postal mail to: Seeds of Compassion: Viewing Parties
10500 NE 8th Street
Suite 1550
Bellevue, WA 98004

HOW TO INVITE THE PUBLIC TO YOUR VIEWING PARTY

If you wish to invite members of the community to join your viewing party, go to the Yahoo! Upcoming website (<http://upcoming.yahoo.com>) and follow the steps listed below. Yahoo! Upcoming requires that you use a Yahoo! account to add an event. If you do not have a Yahoo! account and do not want to create one, you can send your event information via e-mail to wiki@seedsofcompassion.org and we will enter it for you (please include all the info below and type “Viewing Parties” in the email subject line).

1. Click the Add New Event link near the top of the page.
2. If you do not already have a Yahoo! account, click the Join Now link to create one, and then enter the following information about your party in the fields provided:
Event Name: [Your Venue Name] - Seeds Viewing Party
Find a Venue: [Enter your venue information. Be sure to include the zip code.]



When: [Enter the date and the start/end times for the party. If you will be having more than one Viewing Party, specify the date and start time for the first party and the date and end time for the last party.]

Type of Event: Education

More Details: [Provide additional details such as room number, seating capacity, and RSVP info. Then type in the name, date, and time of each event you'll be showing at your location—see the table below.]

Event	Date	Time (PST)
The Scientific Basis for Compassion	Fri 4/11	9:00-11:00am
From Knowledge to Compassion Action	Fri 4/11	12:30-2:30pm
Seeds of Compassion Public Day	Sat 4/12	1:00-3:00pm
Children & Youth Day	Mon 4/14	10:45am-noon
UW Honorary Degree Event	Mon 4/14	3:00-5:00pm
InterSpiritual Panel Discussion	Tue 4/15	9:30am-1:45pm

Event Home Page: <http://www.seedsofcompassion.org>

Privacy: Who Can See It?: Anyone and everyone

Organizer Options: [Leave this section blank.]

3. Click the Preview button. At the bottom of the Preview Event page that appears, click the Add Event button.
4. You will now see a page showing your event listing. On the right-hand side of the page under the word "Tags," click the "Add a tag?" link. Type the keyword **seedsviewingparties** in the box that appears, and click the Add Tag button. This is very important. It will allow people to find your party when they search the Upcoming site using this keyword.

That's it—you're done!

TO BROWSE ALL VIEWING PARTIES

To see a list of all of the scheduled viewing parties, go to the Yahoo! Upcoming website (<http://upcoming.yahoo.com>) and search using the keyword **seedsviewingparties** in the Find Events box near the top of the page. You can limit search results by entering a city or zip code in the "Where" search box before clicking the GO button.

Thank you for contributing to the compassion movement in this very personal and meaningful way!